

# **Research Council Operating Guidelines**

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## **Process for Election of Chair and Term:**

The chair is elected by a simple majority vote of all eligible voting members (5 of 9 required). The chair's term expires with their term on council.

## **Process for setting agenda:**

All members of council may propose items to be included on the agenda. The order of discussion is set by the chair. A quorum (half of voting members plus one) is required for a meeting to proceed. Motions are proposed and seconded by voting members and approved or disapproved by a majority vote of all eligible voting members (5 of 9 required).

## **Timeline for posting minutes:**

Minutes will be posted in a timely manner once they have been approved by council.

## **Attendance requirement:**

If a member has three unexcused absences during an academic year, their membership is terminated.

## **Appointment of ex-officio non-voting members:**

Research Council allows the appointment of ex-officio (non-voting) members in accordance with the by-laws.

## **Guests and public participation rules:**

Guests will be invited by the chair as necessary for council to conduct its business. Meetings are public. Interested individuals may attend but may not participate in council business unless authorized by majority vote (5 of 9 required). Council may go into closed session as necessary in accordance with state statute as authorized by majority vote (5 of 9 required).